

# **Procurement Vendor Data Standard**

**Version 1.1**  
**November 19, 2009**  
**Last Revised: Dec 3, 2009**

**Authors and Contributors:**  
**Vendor Data Standard Owners**  
**as listed in this document**

**Making comments on components via On-line Review and Comment Application (ORCA)**

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Feel free to contact Nadine Hoffman, John Morgan, or any of the people listed in the data steward section above.

# Procurement Vendor Data Standard

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## Vendor Data Standard Owners

The owners responsible for the development and ongoing maintenance of the Commonwealth's Vendor Data Standard are as follows:

- Division of Purchases & Supply (DPS), Department of General Services – Ron Bell, Director
- Department of Accounts (DOA) – David Von Moll, State Comptroller
- Virginia Information Technologies Agency (VITA) – George Coulter, CIO

The Data Stewards associated with each agency are as follows:

- DPS – Bob Sievert and Becky Barnett
- DOA – Randy McCabe and Kim White
- VITA – Eric Link and Susan Woolley

The VITA Enterprise Application Division (EAD) has supported the development of the vendor data standard and has reviewed it for completeness and accuracy according to data management best practices. The EAD resources responsible for supporting the vendor standard are as follows:

- VITA EAD – Peggy Feldmann, Chief Applications Officer
- VITA EAD – Nadine Hoffman, Data Manager
- VITA EAD – John Morgan, Enterprise Data Architect

## Record of Changes

| Version | Date      | Description of Change                                                                                  | Contact           |
|---------|-----------|--------------------------------------------------------------------------------------------------------|-------------------|
| 1.1     | 12/3/2009 | Rewrote paragraph related to address to remove reference to Common Address and specify Vendor Address. | John Morgan, VEAD |
| 1.1     | 12/3/2009 | Changed other references to Common Address to Vendor Address.                                          | John Morgan, VEAD |
| 1.1     | 12/3/2009 | Replaced Entity Relationship Model diagram with revised version.                                       | John Morgan, VEAD |
|         |           |                                                                                                        |                   |

## Components of the Vendor Data Standard

The Vendor Data Standard consists of the following components:

1. A narrative describing the standard (this document).
2. A drillable data model which can be viewed by going to <http://www.vita.virginia.gov/oversight/EDM/Vendor/index.htm>  
(After clicking the link, click the "+" on the left of the page to drill into the model)
3. Data definition reports derived from the data model which can be viewed by going to [http://www.vita.virginia.gov/uploadedFiles/Oversight/EA/Data\\_Management\\_Group/DPS\\_VendorStandardDataDictionary.pdf](http://www.vita.virginia.gov/uploadedFiles/Oversight/EA/Data_Management_Group/DPS_VendorStandardDataDictionary.pdf)

Although not part of the data standard, an implementation guide is available which can be viewed here: <http://vita.virginia.gov/oversight/default.aspx?id=10344>

## Vendor Data Standard Background

All Virginia public bodies are responsible for complying with Code of Virginia Sections [2.2-4300](#) thru [2.2-4377](#) referred to as the Virginia Public Procurement Act. Code of Virginia Section § 2.2-1110 assigns responsibility for non-technology procurement to the Department of General Services, Division of Purchases and Supply (DPS). Code of Virginia Section § 2.2-2010 assigns responsibility for technology procurement to The Virginia Information Technologies Agency (VITA). This section also empowers VITA to “Develop statewide technical and data standards for information technology and related systems to promote efficiency and uniformity” and to “Direct the establishment of statewide standards for the efficient exchange of electronic information and technology, including infrastructure, between the public and private sectors in the Commonwealth”

In March 2001, Virginia implemented eVA , the state’s enterprise electronic procurement program, to streamline and better manage state purchasing activities, and to provide transparency and accountability to the general public. eVA development focused on automating procurement activities in a way that allowed the state to better manage its procurement vendor list and buying power to obtain more favorable prices for the goods and services it purchases. State agency procurement agents, as well as businesses desiring to sell to the state, are required to use eVA.

The Department of Accounts (DOA) is responsible for state agency compliance with *Code of Virginia*, Sections 2.2-4347 through 2.2-4356 and 2.2-5004 referred to as the Prompt Payment Statutes. The Prompt Payment Statutes promote sound cash management and improved vendor relationships by ensuring timely payments for goods and services. Section 2.2-4347 requires state agencies that acquire goods and services, or conduct business through contractual agreements with nongovernmental and privately-owned businesses, to pay by the "required" payment due date for delivered goods and services.

Effective July 1, 2009, *Code of Virginia* section 2.2-1115 was amended by the addition of section 2.2-1115.1 referred to as Standard Vendor Accounting Information. This statute requires the Director of Purchases and Supply, the State Comptroller (Department of Accounts), and the Virginia Information Technologies Agency to develop and maintain data standards for use by all agencies and institutions for the purchase and payment of goods and services.

§ 2.2-1115. Execution of contracts; payment for purchases; violations.

- A. All contracts entered into by the Division shall be executed in the name of the Commonwealth.
- B. All purchases made by or through the Division shall be paid for in the same manner and out of the same funds as if the purchase had not been made by or through it.
- C. The Division shall maintain a system of accounting prescribed by the State Comptroller. All moneys collected by the Division shall be paid promptly into the state treasury and reported to the State Comptroller for appropriate credit.
- D. The Comptroller shall not issue any warrant upon any voucher issued by any using agency covering the purchase of any material, equipment or supplies, when such purchases are made in violation of any provision of this article.
- E. Intentional violations of the centralized purchasing provisions of this article by any using agency, continued after notice from the Governor to desist, shall constitute malfeasance in office, and shall subject the officer responsible for violation to suspension or removal from office, as may be provided by law in other cases of malfeasance

§ 2.2-1115.1. *Standard vendor accounting information.*

- A. *The Division, the Virginia Information Technologies Agency, and the State Comptroller shall develop and maintain data standards for use by all agencies and institutions for payments and purchases of goods and services pursuant to §§ 2.2-1115 and 2.2-2012. Such standards shall*

*include at a minimum the vendor number, name, address, and tax identification number; commodity code, order number, invoice number, and receipt information; and other information necessary to appropriately and consistently identify all suppliers of goods, commodities, and other services to the Commonwealth. The Division, the Virginia Information Technologies Agency, and the State Comptroller shall annually review and update these standards to provide the Commonwealth information to monitor all procurement of goods and services and to implement adequate controls to pay only authorized providers of goods and services to the Commonwealth.*

- B. The Division and the Virginia Information Technologies Agency shall submit these standards to the Information Technology Investment Board in accordance with § 2.2-2458 for approval as statewide technical and data standards for information technology.

VIRGINIA ACTS OF ASSEMBLY – 2009 SESSION; CHAPTER 758, 3 – That the Department of General Services, the Virginia Information Technologies Agency, and the State Comptroller shall submit to the Information Technology Investment Board the standards required pursuant to § [2.2-1115.1](#) of this act by December 1, 2009. The Department of General Services and the Virginia Information Technologies Agency shall undertake to use these standards in the Commonwealth's enterprise electronic procurement system upon approval by the Information Technology Investment Board and make the standards available for use by all agencies and institutions by July 1, 2010. After July 1, 2010, the Department of General Services shall provide purchasing data from the Commonwealth's enterprise electronic procurement system, to the extent it is available, at least quarterly for inclusion in the Auditor of Public Accounts' searchable database established pursuant to § [30-133](#) of the Code of Virginia. All agencies and institutions that use the standards developed pursuant to this act that have not previously reported data to the Auditor of Public Accounts through the Commonwealth's enterprise electronic procurement system shall, to the extent practicable, provide such data to the Auditor of Public Accounts at least quarterly beginning after July 1, 2010.

## Scope

This standard defines procurement vendor information that is required to support the purchase and payment of goods and services pursuant to Code of Virginia §§ 2.2-1115. During the development of this data standard, the owners acknowledged that the concept of Vendor in the most general sense is a large universe. Most agencies have a "vendor" data file that includes not only true procurement vendors, but also fiscal vendors such as grantees and employees. This data standard focuses on Procurement Vendors, as defined in the Definitions Section of this document. Fiscal Vendors have been excluded at this time but will be addressed by the Department of Accounts in the future.

**(Note: With the exception of the above paragraph, within this document the term "vendor" used by itself means "procurement vendor.")**

The vendor entity relationship model and its associated data dictionary, which are included by reference, define the data requirements for information collected about vendors. This standard applies to all agencies and institutions.

Subsequent standards in this series shall define additional information requirements for purchase transactions (solicitations, contracts, requisitions, purchase orders, change orders, and receipts) and fiscal transactions (invoices, vouchers, and payments)

## Definitions

**Attribute:** An attribute is a specific characteristic that describes an entity (e.g. customer name, employer identification number, commodity code, etc)).

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**Concatenation:** the state of being linked together as in a chain; union in a linked series. These are data attributes typically joined together to create uniqueness. (e.g. combining tax identification type and tax identifier to ensure identification numbers issued by Social Security and the IRS are unique)

**Data Dictionary:** A data dictionary is a centralized repository of information about data such as meaning, relationships to other data, origin, usage, and format." (ACM, IBM Dictionary of Computing, 10th edition, 1993) A data dictionary includes such items as complete and accurate definitions of both entities and attributes, attribute domains, valid values, synonyms or aliases, default values, data type and length, required/not required constraints, etc.

**Data Owner:** The Agency Data Owners define, manage and control the use of data within their organizations. The Agency Head or designee designates the Agency Data Owner(s) for the functional/subject areas within their jurisdictional control or authority. They also ensure adequate resources for Agency Data Owners to effectively develop and maintain their respective functional/subject areas in support of the Commonwealth's Data Management Program.

**Data Steward:** A data steward is the person assigned by an agency to represent the agency's interagency data needs and ensure that proposed standards meets those needs. The Agency Data Steward works on behalf of their Agency Data Owner. The data steward should have a broad understanding of the agency's data, be able to research data usage, and be empowered to obtain agreement from data owners and speak authoritatively for the agency.

**Entity:** A person, place, thing, event or concept identified by the user or the business as in independent existence, and can be uniquely identified (e.g. Customer, Vendor, and Address).

**Entity Relationship Model (ERM):** An entity-relationship model is an abstract conceptual representation of structured data, which produce a conceptual data model, a system, and its requirements in a top-down fashion. There are several notations for data modeling. The actual model is frequently called "Entity Relationship Model", because it depicts data in terms of the entities and relationships described in the data. ERMs can also be referred to as Entity Relationship Diagrams (ERD), data models or logical data models (LDM).

**eVA:** The Commonwealth's enterprise electronic procurement system.

**Primary Key:** A primary key is an attribute that uniquely identifies each instance of the entity. For example, for each vendor location must be identifiable as a location and therefore each location has a unique number to identify it.

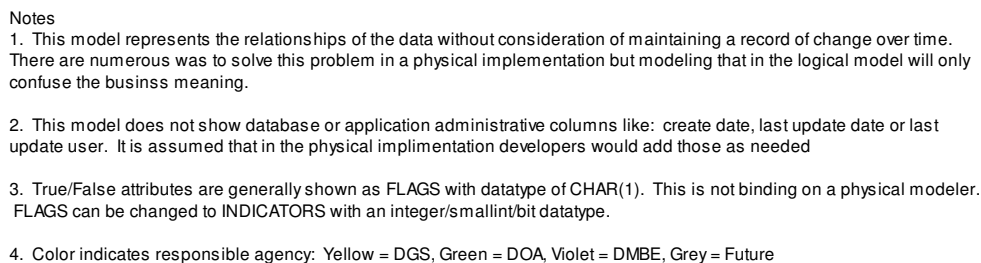
**Relationship:** A relationship is an association between entities that is relevant to the constraints, rules and policies of the business. Relationships can be thought of as verbs, linking two or more nouns. Examples: an *owns* relationship between a company and a computer, a *supervises* relationship between an employee and a department, a *performs* relationship between an artist and a song, a *proved* relationship between a mathematician and a theorem.

**Vendor:**

1. **Procurement Vendor:** A Procurement Vendor is an individual, public body, or business that desires to sell goods or services to the Commonwealth. (Note: With the exception of the first paragraph in the Scope section, within this document the term "vendor" used by itself means "procurement vendor.")
  - a. **Registered Vendor:** Is a Procurement Vendor that has entered into a registration agreement to participate in the Commonwealth's enterprise procurement processes.
  - b. **Unregistered Vendor:** Is a Procurement Vendor that has not entered into a registration agreement to participate in the Commonwealth's enterprise procurement processes. Unregistered vendors may do business with the Commonwealth if an agency enters the

- vendor into the eVA vendor registration system. Vendors thus entered but lacking a registration agreement are still considered unregistered.
2. **Fiscal Vendor:** A vendor that requires payment will appear in the fiscal payee file along with other non-vendor payees such as grantees, customer's requiring refunds, employees as well as others requiring a payment not associated with the purchase of goods and services

**Vendor Location Standard Name:** The Vendor Location Standard Name is the name used across the Commonwealth in processing orders and payments to the vendor location. Note: The Vendor Location Standard Name is a separate data attribute from the Vendor Location Legal Name and the Vendor Location Name (commonly known as "trading as" name or "doing business as" name). The Vendor Location Name can also be included on Orders for clarity in order processing. The name may not contain special characters, except for dashes or ampersands.



**Figure 1 Vendor Data Model**  
**Data Owners: Green = DOA, Yellow = DPS, Violet = DMBE, Grey = Future**

DPS – Division of Purchases and Supply within Department of General Services  
DMBE – Department of Minority Business Enterprise

## Entity Relationship Model (ERM) Overview

The Vendor ERM graphically defines the procurement vendor information that is required to support procurement and payment business processes. Detailed definitions for each entity and attribute, attribute characteristics, mandatory requirements, and valid reference values are contained in the Vendor Data Dictionary. The Vendor Data Dictionary may be accessed at <http://www.cao.virginia.gov/EDM/Vendor/index.htm>. This overview provides a summary of the ERM and its key attributes.

The main data entity describing a procurement vendor is **Vendor Location**. A vendor must have one but may have many vendor locations. The vendor location entity is recursive, allowing one vendor location to reference another vendor location. This structure provides flexibility in defining a complex tree of vendor relationships. It is the intent of this standard to designate one vendor location as the headquarters location which becomes the *parent* location for all of its *children* vendor locations

### Vendor Location to Vendor Headquarters Location Example

Vendor Location 1 (VL1) is the Corporate Headquarters for ABC Corp. ABC Corporation uses two sales organizations Vendor Location 2 (VL2) and Vendor Location 3 (VL3). ABC Corporation also owns XYZ Corporation which is identified as Vendor Location 4 (VL4). XYZ Corporation uses three sales organizations Vendor Location 5 (VL5), 6 (VL6), and 7 (VL7)

For ABC Corp

Vendor Location 1 (VL1)– The Corporate headquarters is the Parent for Vendor Location 1 (this is the top of the tree)

Vendor Location 2: Parent is VL1

Vendor Location 3: Parent is VL1

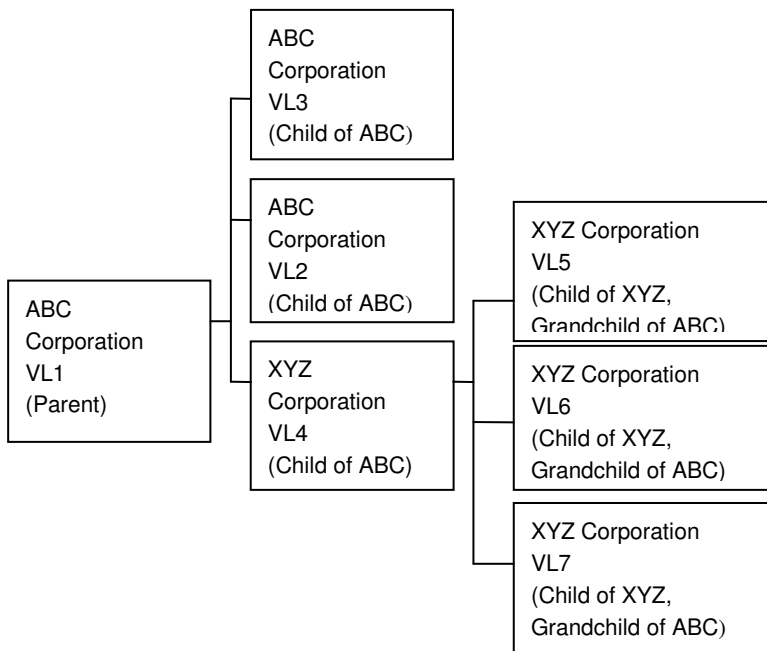
For XYZ Corp

Vendor Location 4 (VL4): Parent is VL1 (ABC Corporate Headquarters)

Vendor Location 5: Parent is VL4 (XYZ Corporate Headquarters)

Vendor Location 6: Parent is VL4

Vendor Location 7: Parent is VL4



By walking the nodes of the tree – you can move from Vendor Location 7 all the way up to Vendor Location 1. This structure allows vendor locations to be related to each other when the locations use different tax identifiers and/or choose to conduct business using different trade names.

The primary key for the **Vendor Location** entity is the Vendor Location Identification Number (VLIN). This number is assigned by the Division of Purchases and Supply at the time the vendor location is registered in eVA. The VLIN must be used by all agencies and institutions when vendor information is exchanged. The **Vendor Location** entity also contains the vendor location legal name, vendor location name (also known as a trade, fictitious, or doing business as name), and vendor standard name. The **Vendor Standard Name** attribute contains the vendor name that must be used by all agencies and institutions when issuing orders and payments to the parent vendor location and all of its children that use the same tax identification number. Orders may also include the Vendor Location name for clarity in order processing. A child vendor using a tax identifier different from its designated parent shall use the name submitted on the W9 or W8 associated with the child location tax identifier. In the future, as the state's fiscal systems can accurately associate trade names to its parent vendor, the rules for assigning vendor standard name may be modified.

The vendor location Registration Type Code attribute designates the registration type for the vendor location. There are two valid registration types - Registered and Unregistered.

DPS and DOA are working on policies and procedures to centralize the collection of W9 and W8 information for use by all agencies and institutions. The **Vendor Tax Profile** entity contains attributes found on IRS Forms W9 or W8. The primary key for Vendor Tax Profile is the US taxpayer identification number. This identifier is comprised of two attributes: the **Taxpayer Identification Number (TIN) Type Code** and the **Taxpayer Identification Number**. The TIN Type code identifies the issuing organization, Internal Revenue Service or Social Security Administration. Information contained in the Vendor Tax Profile entity may be entered before or after entering information for the vendor location entity. The related **Vendor Tax Withholding** entity supports multiple simultaneous withholding rates per tax identifier.

All other entities in this standard require at least one vendor location to be created prior to entry of entities that more fully describe the vendor location.

The **Vendor Address** entity represents the data requirements for processes related to Vendors. It anticipates the needs of the Order-To-Payment process. All US addresses must comply with USPS abbreviations, city names, and formatting. Although, Vendor Address allows international addresses, the standard specifies no formatting rules for international addresses. The primary key for Vendor Address is the VLIN plus the Address ID. Although no two address records will have the same Address ID, several address records could have the same address content. When communicating with eVA, applications must include the VLIN, the eVA Address ID, and the Address Usage Code.

The **Vendor Contact** entity contains telephone, fax, and email information for all contacts related to the vendor (e.g., solicitation contacts, ordering contacts, billing contacts, payment contacts). Some of these contacts are referenced by the Vendor Location Address Usage entity as the principal contact for the vendor address. Vendor Contacts are related to the parent vendor location, but may be used by all related vendor locations. The primary key for the vendor contact entity is the **Vendor Contact Identifier** attribute. A related entity, the **Vendor Location Contact Authorization** entity records which vendor locations and the type of access assigned to the contact for each vendor location the contact may access.

The **Vendor Location Address Usage** entity associates vendor addresses and vendor contacts to vendor locations and particular usages. The usage of the address is described by the **Vendor Location Address Usage Code** attribute. Some of the valid values for the vendor location address usage code are solicitation, order, invoice, payment, and customer service. The standard anticipates that a vendor location may have many addresses of the same type. The **Principal Address Flag** attribute is used to designate addresses that are used in eVA. The primary key for the Vendor Location Address Usage entity is the concatenation of Vendor Location Identification Number, Vendor Location Address Usage Code, Address Identifier, and Vendor Contact Identifier.

The **Vendor Location Commodity** entity provides a list of the goods or services provided by the vendor location. The primary key is the concatenation of the **Vendor Location Identification Number** and the **NIGP commodity code** attributes. Valid values for the commodity code attribute are those set forth in the National Institute of Government Purchasing (NIGP) Living Code at the five digit level.

The **Vendor Location Service Area** entity provides a list of all Virginia localities the vendor location has agreed to service. The primary key is the concatenation of the **Vendor Location Identification Number** and the **Service Area FIPS Code** attributes. Valid values for the service area attribute are the Federal Information Processing Standard (FIPs) codes for Virginia counties and cities.

The **Vendor Location Certification** entity is designed to support disadvantaged vendor certifications issued by the Department of Minority Business Enterprises (DMBE) and other certifications that VITA, DPS, and DOA may designate. A certification is identified by the combination of Vendor Location Identification Number, Certification Domain Type Identifier, and Certification Reference Identifier. This entity is updated from DMBE's certification application via a near-real time web service. All agency and institution systems that require DMBE certification information are required to rely on the information contained in this entity.

In a similar manner, in the future, the **Vendor Location Licensure** entity will contain licensing information about the vendor location as contained in the state's various licensing systems. This licensing data will be restricted to only what is needed by the Commonwealth to validate licensing requirements.

The **Vendor Location Eligibility** entity is used to determine in which procure-to-pay processes the vendor location may participate. For example a vendor location may meet all requirements to receive a purchase order, but without a validated W9 on file, may not be eligible to receive a payment. The entity also provides a single location to determine if a payment should be processed through the Comptroller's debt set off program or is on the federal excluded parties list. The primary key for this entity is the Vendor Location Identification Number.

The **Vendor Location Payment Method** entity contains information about how the vendor location would prefer to receive payments. The primary key for Vendor Location Payment Method is the concatenation of **Vendor Location Identification Number** and **Payment Method Sequence Number** attributes. Every vendor location must designate at least one **Vendor Location Payment Method**, but may designate as many payment methods as needed. By default the vendor location payment method is check. Each vendor location is required to designate if they accept purchase cards and, if so, which type of cards are accepted. Information required to process EDI payments will be gathered as part of vendor registration for use in the Commonwealth Accounting and Reporting System (CARS) or its successor system. DOA is responsible for collecting required trading partner agreements for EDI and supporting issues that may arise during EDI payment processing. In the future and to the extent allowed by law, EDI information may be shared with agencies and institutions that do not use DOA for payment processing.

The **Vendor Location Alternate Identifier** entity is designed to support additional unique identifiers for the vendor location. An example of an external unique identifier for a vendor location is DUNS number. DOA, DPS, and VITA shall determine which alternate identifiers will be mapped to vendor locations.

## Vendor Data Standard Compliance

Agencies and institutions implementing new systems or upgrading applications that contain vendor information must comply with all aspects of the entire Vendor Data Standard prior to production use of the system or application.

As required by the previously referenced Code provisions, agencies and institutions with existing production systems or applications that contain vendor information must comply with the Vendor data standard components described in the sections below by July 1, 2010.

DPS, DOA, and VITA have established eVA as the authoritative source for vendor information in support of this standard.

### ***Existing Production System Requirements***

- All payment transactions shall reference the vendor name as entered into the eVA vendor location standard name attribute.
- All agencies and institutions shall use vendor 1099 data as entered into the eVA vendor registration system.
- When available, agencies and institutions shall use the electronic copy of W9 and W8 forms stored within the eVA vendor registration system.
- All purchasing vendor data utilized for purchasing or financial transactions shall be obtained from the eVA vendor registration system. This includes vendor data referenced on all contracts, purchase orders, and change orders.
- Agencies may not use a vendor which is not in the eVA vendor registration system.

### ***General Guidance***

- Locally maintained procurement vendor information must exactly match eVA at the time of local system use.
- No vendor shall be required to register in locally maintained vendor registration systems.
- Locally maintained vendor files should only maintain the vendor location information required for efficient operations.

### ***Use of Key Identifiers***

- When using procurement vendor data in a data exchange, the eVA assigned Vendor Location Identification Number shall be used as the unique identifier for the Vendor Location.
- All contracts, purchase orders, change orders, and payments must reference the vendor name as entered into the eVA vendor location standard name attribute. Note that orders may also include the Vendor Location name for clarity in order processing.

### ***Use of Valid Reference Values***

All data exchange with or submission of vendor related information to enterprise databases shall use the reference values defined in this standard.

### ***Data Owners' Responsibilities***

- Registered Procurement Vendor information shall be captured via a vendor self-registration or paper registration process. W9/W8 information accuracy review and approval shall be the responsibility of The Department of General Services, Division of Purchases and Supply (DPS).
- DPS will provide a web-service for distribution of vendor data.
- DPS will configure eVA to support this data standard.
- DPS and DOA will provide coordinated policies, procedures and guidance on the following topics:
  - Procedures for the entry into eVA of required vendor location information for Unregistered Procurement Vendors (as defined in this document)..

- Registration requirements and verification of International (foreign) vendors
  - Procedures for the selection and use of Vendor Location Standard Name when processing vendor location orders and payments
  - Policy for the use of eVA as the authoritative source for W9/W8 data and electronic copies signed forms.
  - Policy for payment of vendors that do not have a valid US tax identifier and/or a valid W9/W8 on file.
- DOA will establish a process to update the CARS (or its successor) vendor file and EDI file(s) with eVA vendor registration and EDI information.
  - DPS, DOA, and VITA will receive any and all requests for exemption or delay in implementing this standard, research such requests, and approve or disapprove the requests.

### ***Agency and Institution Responsibilities***

- Virginia agencies and institutions shall comply with all policies and procedures issued regarding this data standard.
- Virginia agencies and institutions that maintain a secondary copy or subset of vendor information contained in eVA must use the eVA assigned vendor location, contact, and address identifiers when exchanging vendor and procure-to-pay data.
- Inquiries to eVA using an alternate vendor location identifier that may return more than one vendor location occurrence requires the receiving application to accurately process all returned vendor locations.
- Virginia agencies and institutions that maintain a secondary copy or subset of vendor information must implement processes that validate the vendor information they are using exactly matches eVA vendor data.
- All contracts, orders, change orders, and payments shall be issued using the designated eVA vendor location standard name. Note: Orders may also include the eVA Vendor Location name for clarity in order processing.
- Virginia agencies and institutions will be required to enter Unregistered Procurement Vendors (as defined in this document) in eVA.
- Virginia agencies and institutions shall not process orders to vendor locations that are not registered in eVA.